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2005-06 UNOPA Executive Board Minutes, February

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UNOPA Executive Board Meeting
February 1, 2005
1700 Y Street, rm 125A Business Services

Call to Order: President-elect Becky Hastings opened the meeting at 3:10 p.m. Roll Call followed with President Sandy Watmore arriving soon after. Valerie Egger was welcomed as the new Recording Secretary replacing Kathy Schindler.

Board Members Present: Sandy Watmore, Becky Hastings, Jeanette Fisher, Valerie Egger, Gretchen Walker, Carol Bom, Deb Hendricks, Marcy Tintera, Donelle Moormeier, Jan Edwards, Barb L'Heureux, Judy Anderson

Board Members Absent: Lois Erickson, Helen Sexton, Barb Andersen, Shirley Horstman, and Debbie Burns

Ad Hoc Members Present: Kathy Stastny, Mary Guest, Edie Schleiger, Lola Young, Faye Massa, and Diane Wasser

Ad Hoc Members Absent: Dora Dill and Kathy Thompson

OFFICERS' REPORTS

Recording Secretary: The minutes from the January board meeting were approved with one correction. Marcy Tintera was added to the list of board members absent in January.

Treasurer: Sandy Watmore reported for Lois Erickson by distributing copies of the Treasurer's Report dated February 1, 2005 and UNOPA Budget dated January 27, 2005. The beginning checking balance on January 1, 2005 was \$6,690.08. The income was \$527.50 and expenses were \$755.50. That leaves the ending checking balance at \$6,462.08 with -\$503.14 in the cost object. The CD balance is \$3,021.92.

Corresponding Secretary: Jeanette sent out three cards this past month.

It will soon be time to begin working on the April awards and recognition program. She has names of the past UNOPA presidents but needs names of retired members as both groups will be honored during the program. Jeanette will check with the Benefits office for names of retirees and will check the membership list for recent retirees. It was suggested that she also use the UNOPA Listserv to request names of known retirees. UNOPA honors the past presidents and retirees with flowers and lunch. Discussion followed as to whether the honored retirees are *all* retirees participating in the program, or only those who have retired in the past year. Jeanette will look through past correspondence to see if there is a clear president.

President: Sandy received an announcement from the Lincoln Salt Dogs to group leaders who organized past group events held at the park which gives the leaders the opportunity to again sign-up for tickets for a group event at the park. This might be considered for another spring UNOPA outing.

The Faculty Senate meets with presidents and president-elects of UAAD and UNOPA about every other month. Faculty Senate president, Wes Peterson is in charge and set the date of the next

meeting for February 11. Sandy reported that these meetings are valuable as UNOPA gains faculty support from them.

Sandy will meet with Herb Howe (Assoc. to the Chancellor) at the end of this week to inform and discuss with him a general decline in administrative support for UNOPA.

Sandy has received a copy of *Women's Health Overview* newsletter which she is making available to anyone who would like to read it.

President-Elect: Becky Hastings reported that a colleague had given her information of ASTD (American Society for Training and Development). She didn't know much about the organization but ASTD does have an upcoming workshop they would like to announce to UNOPA members. Cost is \$39 for individuals or \$35 each for group of five or more.

STANDING COMMITTEES

Awards: Sandy reported that Helen Sexton has had knee surgery and during her "recuperation" she is working on the awards from home. So far she has received about seven nominations and things appear to be on track for the February awards program.

Employee Concerns: Gretchen Walker noted that all of the Employee Concerns committees would be contacted to get updates from them.

Foundation: Carol Bom reported that the Foundation committee met on January 21, 2005 to review to applications. One application was for PSP reimbursements of \$95.00 to Carol Bom and the other was for a regular reimbursement for Diane Sullivan for \$100.00 for tuition reimbursement. Both applications were approved and the forms will be forwarded to Payroll and the Foundation.

The committee discussed the name for the reimbursement fund and agreed that the name *Bradley Munn Professional Growth Fund* would be forwarded to the Board for their approval.

The committee agreed to contact the UNL Federal Credit Union to about the possibility of switching the UNOPA account there. Currently, the foundation fund offers no interest. While it is in a spendable account, it does not earn interest. Carol and Lois will set up an appointment to talk with them in February. Members could still do a payroll deduction at the Credit Union, and we could speed up the process a little bit for reimbursement. They will also review the historical elements and meet with the Foundation to review the positive reasons for keeping the account at the Foundation. They will also check the UNOPA bylaws to see what is said about administering this fund.

Hospitality: Marcy Tintera and Deb Hendricks reported that they will meet this Thursday to finalize plans for the February general meeting. As the Silver Pen Awards and Outstanding Staff Awards will be presented, there will be no other program.

Membership: Donelle Moormeier reported that she is now printing membership cards from her computer.

Nominating: Jan Edwards noted that letters have been sent out requesting nominations for next year's officers. One nomination has been received so far.

Professional Growth/PSP: Sandy is concerned that distribution of PSP plaques is current. This appears to be the case, but she will check into it.

Judy Anderson reported that the committee is planning a March professional growth event. The target date is March 3, 1:00-4:30 with a back-up date of March 10. This would be free to UNOPA members as one of the membership benefits but it also open to others for a fee. Vickie Highstreet has been contacted about the possibility of doing a half-day workshop on *7 Habits of Highly Effective People*. While the *7 Habits* training is an excellent program, it is expensive and time consuming. The PSP committee would like to give UNOPA members at least a taste of the workshop. They are waiting for Vickie's response to their request.

UNOPA Notes: Barb L'Heureux reported that the next *UNOPA Notes* should go out this coming Friday. The March issue (February 15 deadline) will be judged in the NAEOP competition. It was suggested that the cover only might be printed in color and could be printed separately to reduce costs.

Ways and Means: No report.

Bylaws Revisions: Carol Bom reported for Dora Dill. A workshop was held to discuss the Bylaws in January. It was poorly attended. However, interest was strong with excellent comments. Carol passed out a copy of five issues along with some other discussion items. The Committee plans to have the draft of the revised ByLaws prepared for presentation at the April meeting.

Communication Technology Committee (Web Page Technician): Diane Wasser requested that recommendations for any Web site changes be sent to her.

UNOPA could have a LotusNotes address that could be used on the Web site rather than personal email addresses to provide more secure email communications. However, the email account would need to be checked by someone as it will not be redirected to an individual's email account. Diane does not get a lot of email messages from the Web site. Sandy does, and needs to get them quickly. At this time it does not appear that a UNOPA address will be requested.

Mentoring: Mary Guest and Kathy Statsny reported that they are ready to announce the computer-based mentoring site that was started last year. They will give a presentation about the site at the February general meeting and will also distribute cards on tables with the URL. They would like to have the cards given out to new UNL employees.

NEOPA/NAEOP Liaison: Edie Schleiger been working with the NEOPA Liaison, Lola Young, to establish duties for this position.

The Central Area Conference professional development opportunity should be announced at the February general meeting. Carol Bom has registration information for the conference which will be March 31, April 1-2 in Lincoln at the Cornhusker Hotel. Cost will be \$125 for the entire conference. She will collect UNL's registrations.

Presidential Advisor: Lola Young had nothing to report.

UNFINISHED BUSINESS

- Although poorly attended, the constitutional bylaws meeting was good. Participants shared why some things would or would not work.
- Sandy sent out a new officers and director list as an email attachment to the meeting agenda message. Please give her any changes.
- Sandy reported that both she and Becky Hastings attended the Martin Luther King breakfast. They were amazed at how much information was presented in such a very short time.
- Sandy needs the names of each committee's members. If you haven't already, please forward your list via email.
- There was discussion on having UNOPA purchase Spinoza Bears through Kids Unlimited. One or two bears would be purchased and each given to a child in a crisis situation (family, medical, emotional, etc.). The Spinoza Bear project is the charity that was chosen for the funds generated by the monthly 50/50 drawing. It looks as though there would be funds enough to purchase two bears at \$160 each. Each bear has a built-in tape recorder that will play any of about nine soothing, friendly tapes that target the child's needs and help them deal with their crisis situation. We have the option of having a vest sewn for the bear(s) with UNOPA's name sewn on it showing UNPOA as a donor. It was agreed that Sandy would send out a UNOPA email seeking recommendations of children to whom bears could be given.

NEW BUSINESS

Reports at the General Meeting:

The following committees will report at the February general meeting: Treasurer, Corresponding Secretary, NAEOP/NEOPA Liaison, Professional Growth, Mentoring, Hospitality, Awards. There will not be a program because of the awards ceremony.

The meeting was adjourned at 4:25 p.m.

The next meeting will be March 1, 2005 at 3 p.m. at 1700 Y Street.

Respectfully submitted,

Valerie Egger
Recording Secretary